

JOB ADVERTISEMENT

Communications Officer

Permanent full-time position subject to six months' probation

The Irish Catholic Bishops' Conference wishes to recruit a Communications Officer to its Catholic Communications Office (CCO).

To help fulfil its aims more effectively, the Irish Catholic Bishops' Conference has established various Episcopal Commissions, Departments, Councils, Agencies and other bodies, which focus on specific tasks and areas of pastoral responsibility within the mission of the Church.

Background

The CCO is responsible for initiating and facilitating media and wider communications activities of the Conference and its agencies, in both jurisdictions on the island. This is an exciting time of renewal for the local and universal Church as it is currently undertaking a 'Synodal Process', initiated by Pope Francis, to enable the entire People of God discern together on how best to move forward as a more synodal, listening, Church in the long-term.

Scope of the position

Reporting to the Director of Communications, we are seeking an experienced and dynamic individual to join our team as Communications Officer. The successful candidate will possess the required professional drive and positive personality to innovate and shape traditional and digital communications to help fulfil the mission of the Church.

Specific responsibilities

Internal: working closely with colleagues from agencies of the Bishops' Conference, clergy, religious, and laity to support their Gospel-inspired pastoral and spiritual ministry; and

External: enhancing the Church's message and its presence in the public square, by engaging audiences to promote the Church's mission in Ireland's evolving cultural landscape.

In order to be considered for this position, candidates must have:

- a minimum of a primary degree in any discipline
- at least two years' experience working in a professional communications, media and marketing environment
- strong interpersonal skills, possess exceptional emotional intelligence, verbal and written skills and capable of adapting communications skills as required
- proficiency in multimedia production, website management, social media engagement. Adept at using digital communication tools to craft, curate, and edit high-quality content including marketing materials, press releases, newsletters, ezines, website content, and social media posts so as to effectively target their dissemination;
- an applied knowledge of Microsoft Office, Canva, MailChimp, and WordPress;
- interest in digital trends and apply insights to refine our content strategy, improving engagement and conversion rates;
- news instinct and experience in media monitoring;
- capacity to multitask in a busy and diverse working environment;
- enthusiastic at relationship building and story-telling in innovative ways;
- ability to assist in the development and management of communications campaigns, internally and externally, coordinating with national and local office teams;
- skills and experience in the editing of publications;
- aptitude to organise and contribute at board meetings.

In addition, it is desirable that candidates support, understand and are aware of the mission and ministry of the Catholic Church.

For a full job description and further information, please click on <https://www.catholicbishops.ie/about/careers/>

Salary

€30,000 to €40,000 commensurate with the candidate's skills and experience.

Other Benefits

- 25 days annual leave plus concession days for Holy days where the Holy day falls during the week on a working day
- Hybrid working from home policy which allows for three days based in the office in Maynooth and two days working remotely from home per week
- Pension: employer contributes 10% of salary to employee's defined contribution pension scheme
- Death-in-Service and income continuance plans

Location

The successful candidate will be located in the offices of the Irish Catholic Bishops' Conference, Columba Centre, Saint Patrick's College, Maynooth, Co Kildare, W23 P6D3.

To apply, please submit your CV and cover letter (maximum one page) outlining how your motivation, experience and skills fit the role for the attention of the Chief Operating Officer, Irish Catholic Bishops' Conference at admin@iecon.ie

Closing date for receipt of applications: 4.00 pm on Friday, 26 July 2024.